



CITY OF ATLANTA

Job Announcement

WEB ANALYST (Content Editor)

STARTING SALARY: \$47,544
Salary Grade: 24

Applications Accepted From: May 30, 2006 until June 13, 2006

Minimum Job Requirements *

Applicants for this position must have a Bachelor's Degree in Communications, Journalism, English or related field required; and three (3) to Five (5) years of working in public relations and web content/development or any equivalent combinations of training and experience which provides the requisite knowledge, skills and abilities for this position.

Licenses and Certificates*

Applicants must possess a valid driver's license at the time of application. A valid Georgia driver's license is required at the time of appointment.

Duties of the Job:

This employee will ensure the timely development and dissemination of information to internal and external customers via electronic and wireless communications including but not limited to the Internet, Intranet, and Extranet. Responsible for writing, editing copy, and updating Web content regularly to ensure accuracy. Assist Information Services Division, in the research and development of ways to promote the airport Web-site in print, radio and wireless media. Design and assembles layouts for presentations, programs, and publications including displays, awards, brochures and reports. Compiles, organizes, prepares and maintains an assortment of records, reports and information in an effective manner and according to departmental regulations.

To Apply For This Job

Applications will be accepted weekdays during the hours 8:30 a.m. - 4:30 p.m., Monday through Friday.

Resumes will not be accepted in lieu of application.

Apply at: Department of Human Resources, 68 Mitchell Street SW, Suite 2107, Atlanta, GA. 30303.

Phone: (404) 330-6369

www.atlantaga.gov

FAX: (404) 658-6157

Affirmative Action/Equal Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation or Physical/Mental Disability (Except where physical requirements constitute a bona fide occupational qualification.)

The hiring authority will contact only those applicants they deem most appropriate for the position within 30 days of the expiration of this bulletin. No other communication will be sent regarding the status of your application.

The Examination For This Job Will Consist Of An Evaluation of Applicant Training And Experience.

*Verification will be required prior to appointment.